



City of Boston

Public Works Department

- Name of Publication:

- Type of Publication:

Daily

Weekly

Monthly

- Number of newsrack locations requested:

- Owner of publication, include address and telephone/fax:

- Authorized contact person, include address, 24 hr phone and pager numbers:

- Insurance company, include address:

- Agent and phone number:



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Process for Submitting Newsrack Location Listings:

- Listings of all Newsrack locations are to be submitted by City District. For example: all newsracks in the Chinatown Area are to be submitted on one list:

Publication: Morning Star
Contact Person: Jeff Lang
Telephone: (617) 323-6789
District: Charlestown

Street #	Street Name	Suffix	Intersecting Street if Applicable
78	Arlington	Avenue	Dorrance Street
43	Bunker Hill	Street	Tufts's Street
190	Bunker Hill	Street	Green Street
451	Bunker Hill	Street	Medford Street
1	Main	Street	Warren Street

- An excellent resource for finding exact numbered street locations for the newsracks is the Arrow Street Directory found in most bookstores.
- Each list must be printed either by computer or typewriter; handwritten lists are not acceptable.
- Please forward district listings to the Public Works Department, Room 714, City Hall, Boston, MA 02201 c/o Anne McNeil as soon as they are completed in order that the City may process them in a timely manner.
- Should you have any concerns regarding the application process, please call Anne McNeil, Public Works Department, at 635-4911, Monday through Friday, 9:00 AM to 5:00 PM.
- The letter on the following page should be re-typed and submitted to the Public Works Department on the publication's letterhead:



Joseph F. Casazza, Commissioner
Boston Public Works Department
1 City Hall Square, Room 714
Boston, MA 02201

Commissioner Casazza:

I hereby certify that each location submitted by the

for the placement of a Newsrack within the public way in the City of Boston, is in
conformance with the standards set forth in Section 4, Chapter 12 of the
ordinances of 1996, City of Boston, entitled: "Standardizing the Placement and
Maintenance of Newsracks" passed by the City Council and signed by the Mayor
on December 4, 1996.

(Name)

(Title)

(Date)